



Section 5 –Client Enrolment and Policy acceptance Declaration

I declare that I have answered all questions truthfully to the best of my knowledge. I understand that these details are confidential and are protected by relevant privacy laws. I give my consent to Intercept Group Pty Ltd to release my name, date of birth, contact details and statistical information to the relevant State Government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.

STUDENT HANDBOOK – I understand that the following terms and conditions and the Intercept Policies can be found in the Student Handbook. This is located at www.intercepttraining.com

All enrolments are confirmed in writing before the course starts, giving details of the course start times and venue. In the unlikely event you do not receive confirmation of a course prior to the commencement date, please contact us immediately.

PRIVACY - The Primary purpose of collecting person information that you supply on this form is to process your enrolment and government reporting. We may also use these details to keep you informed of upcoming events and will not disclose your information to a third party. For more details of our Privacy Policy, please visit the website or contact Director of Intercept Group Pty Ltd

PRIVACY NOTICE - Under the Data Provision Requirements 2012, Intercept Group Pty Ltd is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Intercept Group Pty Ltd for statistical, administrative, regulatory and research purposes. Intercept Group Pty Ltd may disclose your personal information for these purposes to: • Commonwealth and State or Territory government departments and authorised agencies; and NCVER. Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes: • populating authenticated VET transcripts; • facilitating statistics and research relating to education, including surveys and data linkage; • pre-populating RTO student enrolment forms; • understanding how the VET market operates, for policy, workforce planning and consumer information; and • administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at www.ncver.edu.au).

UNIQUE STUDENT IDENTIFIER (USI) – I authorise Intercept Group Pty Ltd to apply and/or retrieve pursuant to sub section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf and/or verify. I have read and consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice>

COURSE FEES PAID IN ADVANCE - Intercept Group Pty Ltd requires a minimum deposit, which will not exceed \$1,500 per individual prior to course commencement. If the full course fees are below \$1,500, the full fee may be required prior to course commencement.

REFUND POLICY - Clients who withdraw from a course prior to the commencement of the course maybe entitled to a part refund. For a full copy of the Refund Policy visit our website or contact us.

COLLECTION FEES - By signing this enrolment form you acknowledge that you will be liable for all collection fees and charges should non-payment of our invoice/s result in the matter being handed to our Debt Collection Agency.

TRAINING GUARANTEE - Intercept Group Pty Ltd will guarantee to complete all training and/ or assessment once the student has commenced study in their chosen qualification or course. If a student wishes to postpone or defer their enrolment with notification, the Training Guarantee enables the student to return to complete their studies within 6 months from the initial course date. If the student completes the withdrawal form notifying the RTO that they wish to withdraw, the guarantee ceases.

ENROLMENT & SELECTION – The student is responsible for notifying the RTO if they have a medical condition or disability or require assistance in undertaking learning activity or assessment. Requests for the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course. The RTO reserves the right to decline admission to a course, terminate a student’s enrolment or change a course or tutor at any time without notice.

WORK HEALTH & SAFETY – Intercept Group Pty Ltd is committed to providing and maintaining a safe and healthy environment for the benefit of all clients, visitors and employees. It is important that adherence to all legislative acts and regulations are observed while undertaking training. If students have any concerns or notice a condition or practice that seems unsafe, it is important to bring this to RTO Management’s attention.

I declare that I have read, understood and agree with the above

Client Name:

Client Signature:

Date: